

SESSION 2: DISTRICT COMMITTEE CHAIR RESPONSIBILITIES (60 minutes)



RELEVANCE: Understanding their role and responsibilities will help district committee chairs support clubs and the district.

IDEA EXCHANGE



- Best for discussing topics that participants know
- Guided by a trainer to keep discussions on topic and allow everyone a chance to speak
- Followed by an activity for participants to apply the ideas being discussed
- Seating arranged in a U-shape for a maximum of 30

Learning objectives

At the end of this session, participants should be able to:

- Define their role and responsibilities as district committee chairs
- Determine how they'll work with their committee

Before the session

- Review the speaking points, discussion questions, and activities offered, and plan your session.
- Decide whether to use the PowerPoint template provided and develop slides, or use a flip chart or a white board.
- Consider any relevant district or regional issues related to this topic.
- Choose an activity based on the needs, interests, and skill level of your participants.
- Make sure you have the materials you need.
- Review the resource listed below.

Resource

- [Lead Your District: Committee Chair](#)

During the session

- Welcome participants and introduce yourself.
- Review the learning objectives.
- Highlight these key messages:
 - You will support clubs and the district based on your committee's areas of expertise and goals for the year.
 - Your committee is a key resource for clubs, especially those that are struggling.
 - Determine which club committees you are likely to work with.
 - Ask clubs what they need most from your committee.
 - Delegating tasks can help you manage time and priorities.
- Use these discussion questions to get the conversation going:
 - What responsibilities do you have in common as committee chairs?
 - What are some challenges you may face in this role?
 - How will you run your committee meetings?
 - What are some tips for chairing a committee?
 - How will you identify which clubs to work with? How will you approach them?
 - What types of tasks will you delegate?
 - If you don't have a committee, how will you manage your workload?
- Lead one of the activities below.
- At the end of the session:
 - Take questions from participants.
 - Highlight key resources and where to find them.
 - Review the learning objectives to make sure they've been achieved.
 - Ask participants to write down one idea they'll use from the session.

Activities

Choose an activity:

1. Purpose: Define your value proposition
 - Allow 25 minutes for this activity.
 - Ask participants to develop a 30-second speech explaining how they can help clubs.
 - Have them practice in pairs and give each other feedback.
 - Spend 5 to 10 minutes sharing speeches with the larger group.

2. Purpose: Support team building

- Allow 25 minutes for this activity.
- Ask participants to get in groups of three or four to discuss how they can help one another:
 - Achieve membership goals
 - Enhance community projects
 - Improve public image
- Have participants share with the larger group how they plan to work together.